

Town/City Hall, Facilities Re-Opening

The town or city hall is the hub of activity for municipal governance. There are also, depending on the municipality, additional facilities for public works, recreation, child care and other municipally provided services.

Statutory Issues/References

The actual physical plant that is the town/city hall and other municipal facilities are governed by a range of laws - some state and others federal. These include:

- ✓ American with Disabilities Act
- ✓ OSHA
- ✓ State Building Code
- ✓ State Fire Code

Each of the 169 towns provides the same basic services through their respective town/city halls (General Administration, Assessor, Town Clerk, Tax Collector, Registrar, Land Use, Building Official, etc.) and others. In short, it is the obligation of each town to provide a safe/functional work environment for their employees and full accommodation for those doing business with the town; including the attendance at all public meetings.

Executive Orders

Declaration of Public Health and Civil Preparedness Emergencies, Governor Ned Lamont:

*...since first declaring emergencies in March of this year, we have learned of unanticipated health effects from COVID-19 that are not well understood by the medical community, that no vaccine or effective treatment for COVID-19 has been approved or made available for wide distribution, and that our residents, businesses, and government agencies face new and unanticipated economic, fiscal, and operational challenges as a result of the COVID-19 pandemic, which require the flexibility and responsiveness provided by the emergency powers in Sections 19a-131a and 28-9 of the Connecticut General Statutes in order to protect the public health and promote civil preparedness. As a result, out of an abundance of caution and to eliminate any confusion about the extent of my emergency powers to address the many risks and concerns that will arise in the coming months and did not constitute clear justifications for the original emergencies I declared in March of this year, and pursuant to Sections 19a-131a and 28-9 of the Connecticut General Statutes, **I hereby declare that new states of public health and civil preparedness emergency exist throughout the State...** The new states of emergency shall run concurrently with the renewed states of emergency and shall remain in effect until February 9, 2021, unless earlier terminated by me.*

(September 1, 2020)

Executive Order 9A (Executive Order Extensions)

1. **Re-issuance and Extension of COVID-19 Executive Orders to November 9, 2020.**
 - Pursuant to the emergency declarations issued on September 1, 2020, **all executive orders issued pursuant to the public health and civil preparedness emergencies declared on March 10, 2020 and renewed on September 1, 2020 (COVID-19 Orders) that are unexpired and currently in effect as of the date of this order are hereby reissued.**
 - **All such orders or individual sections of such orders that were:**
 - (a) declared effective for the duration and any renewal of the public health and civil preparedness emergency;

- (b) scheduled to expire on September 9, 2020, or
- (c) scheduled to expire within six months of when they were issued are hereby amended to provide that they **shall expire on November 9, 2020**, unless earlier modified or terminated by me.
- **Any unexpired, reissued COVID-19 Order or individual section of any such order that is scheduled to expire on any other specific date** shall remain in effect until such specific date.
 - ✓ By way of illustration, and for the sake of clarity, Executive Order No. 7000, which provides that it shall remain in place for six months, will now expire on November 9. The specific and contrary deadlines within such order, however, including the October 1, 2020 expiration of the eviction moratorium in Section 3 of that order and the November 12 expiration of the outdoor dining rules provided for in Section 1 of that order, shall remain unchanged and unaffected by this order.
- 2. **Extension of Agency and Municipality Orders of Concurrent Duration with Public Health and Civil Preparedness Emergencies.** Any unexpired order, rule, regulation, directive or guidance issued by any official, agency, department, municipality, or entity pursuant to an unexpired COVID-19 Order, which by its own terms provides that it shall remain in place for the duration of the public health and civil preparedness emergency **shall remain in effect until November 9, 2020**, unless earlier modified or terminated by the issuing authority or a subsequent executive order.

Executive Order Link 9A - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-9A.pdf>

- ☐ **7N-1 - (Now, June 1, 2020 Amended by Executive Order 7TT) Restricts all social and recreational gatherings to no more than five people:** The order modifies the governor's earlier executive order placing limits on the amount of people who can participate in social and recreational gatherings and reduces that number to no more than five people, through at least April 30, 2020 unless otherwise modified. This order includes, but is not limited to, community, civic, leisure, or sporting events; parades; concerns; festivals; plays or live performances; conventions and similar activities; except that religious, spiritual, or worship gatherings will remain subject only to the prohibition of 50 persons or more. This does not apply to government operations, private workplaces, retail establishments, or other activities that are not social or recreational gatherings. 7-1 Addressed social distancing in order to minimize COVID-19 exposure - Prohibition of social and recreational gatherings to 250 people, **amended and superseded by Executive Order 7D and now 7N-1**
 Executive Order 7N Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>
- ☐ **7B - Suspension of in-person open meeting requirements:** The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226
 Executive Order 7B Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>
- ☐ **7H-1 - Restrictions on workplaces for non-essential business:** The order directs **all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions** if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.
 Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>
- ☐ **7I-16 - Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation.** The requirement under of the Statutes for a taxpayer to appear in person are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by

conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in Executive Order 7B. Sections 12-110, 12-111, 12-117 and 12-170aa

- **7I-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards.** Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.
- Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
 - If the **90-day demolition delay** required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be extended for 90 days.
 - Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**
 - Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
 - Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal is suspended and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
 - Any Covered Law prescribing the procedure for any petition, including petition of a decision, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
 - Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
 - Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
 - Any Covered Law prescribing the procedure for commencement of an **appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency** is suspended and modified to **permit any such appeal to be commenced by regular mail or by electronic mail**

Executive Order 7I Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf>

- **7J-4 - Suspension of Rehiring Procedures and Restrictions on Temporary Worker Retirees (TWR).** In order to enable agencies to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, Gov. Rell's Executive Order No. 37, Gov. Malloy's Executive Order No. 3, Section 6(b)(F) of Public Act 03-01 and Section 6(b)(G) of Public Act 03-02 are suspended to remove the two-year limitation TWRs and to authorize rehiring employees who participated in retirement incentive programs. Agencies shall expedite review and approval of any related extension or hiring requests.

Executive Order 7J Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7J.pdf>

- **7K-3 - Authorization of remote notarization: (Amended per Executive order 7Q)** Modifies state laws and regulations to permit any notarial act that is required under Connecticut law to be performed using an electronic device or process that allows a notary public and a remotely located individual to communicate with each other under certain conditions, including recording and live presentation of identification.

- The person seeking the notarial act ("Signatory"), if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public or Commissioner for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
- The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Notwithstanding the foregoing, only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a-285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88, Sec. 3-94a. Notaries public.

Executive Order 7K Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7K.pdf>

- ☐ **7L-3 - Suspends restrictions on the re-employment of retired municipal employees:** To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.
- ☐ **7L-8 - Modifies the requirement that marriage licenses be obtained in the town where the marriage will be celebrated:** As municipal offices around the state are closed or have selective hours due to the COVID-19 crisis, the order permits those seeking a marriage license to obtain it in a different municipality than where it will be celebrated. Sec. 46b-24. (Formerly Sec. 46-5a). License. Period of validity. Penalty for solemnization without license. Validity of marriage ceremony.

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

- ☐ **7N-1 - (Now, June 1, 2020 Amended by Executive Order 7TT) Restricts all social and recreational gatherings to no more than five people:** The order modifies the governor's earlier executive order placing limits on the amount of people who can participate in social and recreational gatherings and reduces that number to no more than five people, through at least April 30, 2020 unless otherwise modified. This order includes, but is not limited to, community, civic, leisure, or sporting events; parades; concerns; festivals; plays or live performances; conventions and similar activities; except that religious, spiritual, or worship gatherings will remain subject only to the prohibition of 50 persons or more. This does not apply to government operations, private workplaces, retail establishments, or other activities that are not social or recreational gatherings.

Executive Order 7N Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

- ☐ **7Q-1 - Requirement of limited group sizes in childcare: - Now amended by Executive Order 7VV** - The order requires all childcare facilities to limit group sizes to no more than 10 children in one space. Any facility caring for more than 30 children must obtain approval from the Office of Early Childhood and demonstrate sufficient separation of groups within the facility. This applies to all childcare facilities, including those that are exempt from licensing requirements. - Sec. 19a-79. (Formerly Sec. 19-43d). Regulations. Exemptions. Waivers
- ☐ **7Q-2 - Enhancement of health procedures for all operating childcare programs:** The order requires all children and childcare staff to be checked at the entrance of childcare facilities for any observable illness, including cough or

respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. All staff must adhere to increased hand washing and health practices. Enhanced cleaning and disinfection practices shall be implemented. This applies to all childcare facilities, including those that are exempt from licensing requirements. - Sec. 19a-79. (Formerly Sec. 19-43d). Regulations. Exemptions. Waivers.

- ☐ **7Q-3 - Authorization of remote notarization:- Amended Procedures (see EO 7K)** The order eliminates all existing legal requirements to have a signature on any document witnessed by a third party, except in the case of a last will and testament. With respect to last wills and testaments, documents may now be witnessed remotely under the supervision of an attorney. In addition to removing witness requirements, any document required to be filed on the land records must contain a one-page certification, completed by a notary or commissioner of the Superior Court, reciting to the fact that the underlying document was executed pursuant to the executive order. The order also requires all town and city clerks to accept those documents for recording. - Sec. 3-94b. Appointment and qualifications of notary or Sec. section 51-85
- The person seeking the notarial act, if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, as defined by subsection 10 of section 3-94a of the General Statutes, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
 - The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public for a period of not less than ten (10) years;
 - The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
 - The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
 - The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
 - The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution, provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
 - Only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a- 285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Any witnessing requirement for a Last Will and Testament may be satisfied remotely through the use of Communication Technology if it is completed under the supervision of a Commissioner. The supervising Commissioner shall certify that he or she supervised the remote witnessing of the Last Will and Testament
 - All witness requirements on any document, other than a Last Will and Testament, requiring a notarial act are suspended for the duration of this Executive Order.
 - **All Remotely Notarized documents pertaining to real property shall be accepted for recording on the land records by all Connecticut Town or City Clerks.** A one-page certification confirming the use of Remote Notarization procedures shall be attached to each remotely notarized document submitted for recording on the land records in Connecticut.

Executive Order 7Q Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Q.pdf>

- ☐ **7V-1 - Safe workplaces in essential businesses:** Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.
- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
 - Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules
- ✓ **Go to DECD's website for the most recent guidance:** <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

Executive Order 7V Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

- **7W-8 - Permit need not be recorded with town clerk:** Suspends state statutes and regulations in all towns where the town clerk's office is closed or so reduced in hours that it makes it unreasonable to have permits recorded. Permits shall be recorded as soon as the relevant town clerk's office is reopened and staffed for routine business. - Sec 30-53 of the Connecticut General Statutes and Section 30-6-A7 of the Regulations of Connecticut State Agencies

Executive Order 7W Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf>

- **7X-3 - Extension of closures, distancing, and safety measures through May 20, 2020:** Extends the date for all previously enacted closures, distancing, and safety measures until at least May 20. This includes previously enacted limits on restaurant, bar, and private club operations; closure of on-site operations at off-track betting facilities; closure of operations at gyms, sports, fitness, and recreation facilities and movie theaters; closure of large shopping malls; closure of places of public amusement; safety and distancing measures for workplaces and non-essential businesses, prohibition on social and recreational gatherings of more than five people; and restrictions on retail operations.

Executive Order 7X Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf>

- **7BB-1 - (Repealed and Replaced by 7NNN-1)** Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.
 - Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
 - If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

Executive Order 7BB Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

- **7II-1 - Extension of the Start Date for Imposition of a Late Fee for Obtaining Dog Licenses from July 1, 2020 to August 1, 2020.** Sect 22-338(a)

Executive Order 7II Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7II.pdf>

- **7PP-1 - Phase 1 Business Reopening.** To provide for a comprehensive plan for safe resumption of limited social, recreational, athletic, and economic activity, pursuant to rules issued by the Department of Economic and Community Development for each of various business sectors (individually and collectively, the "Sector Rules"), which Sector Rules shall constitute legally binding guidance, the following Executive Orders are repealed or amended effective at 12:01 a.m. on Wednesday, May 20, 2020, as provided herein:
 - a. Reopening of Offices. Executive Order No. 7H, Section 1 is extended through June 20, 2020, with the exception that offices shall be permitted to reopen pursuant to the Sector Rules for Offices, as amended from time to time. The provisions of Executive Order No. 7J, Section 1, allowing certain on-site staffing shall be superseded as applied to offices by the Sector Rules for Offices.
 - b. Additions to Businesses Permitted to Reopen Pursuant to Sector Rules. The Commissioner of Economic and Community Development may add, through amendments to any of the Sector Rules and without further Executive Order, businesses which may operate pursuant to such Sector Rules, and the effective date at which such additional businesses shall be permitted to reopen. For any additional business or business type permitted to operate through the Sector Rules, any prohibition on their operation contained in an Executive Order shall expire on the effective date of reopening.
 - c. Interaction Between Essential Business Guidance, Safe Workplace Rules and Sector Rules. The Safe Workplace Rules for Essential Employers issued by DECD pursuant to Executive Order No. 7V, Section 1, shall remain in

effect for all essential businesses not otherwise subject to the Sector Rules. The Sector Rules, as amended from time to time, shall apply to any business permitted to open pursuant to this order, and to any additional business allowed to open pursuant to amendments to the Sector Rules.

- ☐ **7PP-2 - Enforcement of Sector Rules Governing the Reopening of Businesses.** Section 19-13-B1 of the Regulations of Connecticut State Agencies is modified to include in the definition of public nuisance a violation of the Sector Rules described in Section 1 of this order. The provisions of the Connecticut General Statutes, Regulations of Connecticut State Agencies, and any local rules, codes or ordinances pertaining to such public nuisances are, to the extent necessary, modified to permit and govern the investigation and enforcement of violations of the Sector Rules as public nuisances as follows:
 - b. **Municipal Chief Executive Officer's Authority to Enforce Sector Rules.** Pursuant to Section 19a-2a of the Connecticut General Statutes, the Commissioner of the Department of Public Health shall designate to municipal employees or officials selected by the municipal chief executive officer, ("Municipal Designee") authority over public nuisances arising from violations of the Sector Rules by any business or entity that is not a Public Health Facility. A municipal chief executive shall not select a local health director, district health director, or the staff of a local or district health director as their Municipal Designee. Section 19a-206 of the Connecticut General Statutes and Section 19-13-B2(a) of the Regulations of Connecticut State Agencies are modified to authorize the Municipal Designee to order the closure of any business other than a Public Health Facility in violation of the Sector Rules until such time as the Municipal Designee determines that the such business has abated the nuisance by coming into compliance with the Sector Rules. Nothing in this Section shall be construed to limit, alter, modify or suspend any other existing penalties that otherwise apply to violations of orders issued pursuant to a civil preparedness or public health emergency.
- ☐ **7PP-3 - Now, June 1, 2020 Amended by Executive Order 7TT) Extension of Prohibition on Large Gatherings to June 20, 2020.** Executive Order Nos. 7D, Section 1, and 7N, Section 1, prohibiting large gatherings, are extended through June 20, 2020, and for the removal of all doubt, the prohibition on gatherings of more than five (5) people shall apply to any group seated together at any of the establishments in subsection 1 (a) of this order, and any other group activity permitted by the Sector Rules for any business sector or by the Essential Business Guidance issued by DECD pursuant to Executive Order No. 7H on March 22, 2020, as amended from time to time.
- ☐ **7PP-6 - Limitation on the Operation of Day Camps.** To limit the spread of COVID-19 and promote and secure the health and safety of children and staff in day camps, all operations of day camps, as defined by Section 19a-420 (3) of the Connecticut General Statutes, which were not operating as of May 5, 2020 shall not begin operations until June 22, 2020. This order shall apply to all day camps without regard to what entity operates the day camp or whether the day camp is exempt from licensing requirements pursuant to Section 19a-420 of the Connecticut General Statutes, including camps operated by municipal agencies.
- ☐ **7PP-7 - Enhanced Health Procedures for All Day Camps.** All day camps, as defined by Section 19a-420 (3) of the Connecticut General Statutes, and day camp programs that are exempt from licensing requirements pursuant to Section 19a-420 without regard to what entity operates the day camp shall comply with the limitations on child group sizes and enhanced health procedure requirements placed on child care programs by Executive Order No. 7Q, and orders of the Commissioner of Early Childhood related to additional health and sanitation practices. The Commissioner of Early Childhood, in consultation with public health experts and the Reopen Connecticut Subcommittee on Education, shall issue guidance on the safe operation of day camps, and any implementing order she deems necessary consistent with this order.
- ☐ **7PP-8 - Cancellation of Resident Camp Operations.** To limit the spread of COVID-19 and secure the health and safety of children and staff of resident camps, all operations of resident camps, as defined by Section 19a-420 (2) of the Connecticut General Statutes are prohibited.
- ☐ **7PP-9 - Limitation on the Operation of Summer Educational Programs Operated by Local or Regional Boards of Education.** To limit the spread of COVID-19 and promote and secure the health and safety of children and staff in summer school (summer educational programs), all summer school programs operated by local or regional boards of education shall not begin operations until July 6, 2020. The Commissioner of Education, in consultation with public health experts and the Reopen Connecticut Subcommittee on PreK-12 Education, shall issue guidance on the limited operation of summer school programs that are permitted to engage in-person classes after that date, and may issue any implementing order he deems necessary consistent with this order and with his associated guidance document.

Any private schools and other non-public schools that operate summer school programs and are not otherwise covered under sections 6 through 10 of this order are encouraged to follow the same schedule and guidance.

Executive Order Link for 7PP: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7PP.pdf>

- ☐ **7TT-2 - Amended Prohibitions on Large Gatherings.** Effective at 12:01 a.m. on June 1, 2020, **Executive Order Nos. 7D, Section 1 and 7N, Section 1, as extended by Executive Order No. 7PP, Section 3, are amended** as follows:
- a. Except as otherwise prohibited or otherwise addressed by law, including other executive orders or agency orders or rules issued pursuant thereto, indoor social and recreational gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including ten (10) people. Except as otherwise prohibited or otherwise addressed by law, including other Executive Orders or agency orders or rules issued pursuant thereto, outdoor gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including 25 people, provided that any such large outdoor public gatherings shall comply with the following restrictions and all other relevant and applicable executive orders governing conduct in public places:
 - i. No contact sports or sports that include shared handling of objects such as balls or frisbees are allowed.
 - ii. Attendees shall remain six feet apart, excluding immediate family members, caretakers, and household members, and, except when dining, masks shall be worn when within six feet of those not in the same household.
 - iii. If the event is an organized gathering, the organizer shall demarcate six feet of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing.
 - b. Sector Rules and Essential Business guidance imposing a 5-person limit on outdoor activities are superseded by this order and shall be updated accordingly, but all other restrictions in Sector Rules, Essential Business guidance, or any other executive order or agency order, as amended from time to time, shall remain in effect.
 - c. Effective immediately, the 49-person limit on religious, spiritual and worship gatherings is raised for indoor gatherings to 25% of capacity of the indoor space or a maximum of 100 people, whichever is smaller, and to 150 people for outdoor gatherings, provided in each case that appropriate safety and social distancing measures shall be employed. For any such gathering where participants remain in vehicles with windows closed and at least six (6) feet of space between vehicles, there shall no numerical attendance limit, provided all other laws are complied with.

Executive Order 7TT Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7TT.pdf?la=en>

- ☐ **7UU-1 - Mandatory COVID-19 Testing for Staff of Private and Municipal Nursing Home Facilities, Managed Residential Communities, and Assisted Living Services Agencies.** There shall be a program of mandatory testing for COVID-19 of the staff of private and municipal nursing home facilities, managed residential communities, and assisted living services agencies as detailed below:
- a. **Mandatory COVID-19 Testing of Nursing Home Facility Staff.** Section 19a-522 of the Connecticut General Statutes is hereby modified to require that a private or municipal nursing home facility beginning not later than the week starting June 14, 2020, shall weekly test all members of the nursing home facility staff for COVID-19 and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.
 - b. **Mandatory COVID-19 Testing of Private Managed Residential Community Staff.** Section 19a-694 of the Connecticut General Statutes is hereby modified to require that a private or municipal managed residential community, beginning not later than the week starting June 28, 2020, shall weekly test all members of the managed residential community staff for COVID-19 and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.
 - c. **Mandatory COVID-19 Testing of Assisted Living Services Agency Staff.** Section 19a-699(b) of the Connecticut General Statutes is hereby modified to require that an assisted living services agency, beginning not later than the week starting June 28, 2020, shall weekly test all members of the assisted living services agency staff for COVID-19, and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.
 - d. **Definition of Staff.** For the purposes of this order, staff shall be defined as all personnel working in a private or municipal nursing home facility, managed residential community or assisted living services agency, including, but not limited to, administrators, medical staff, employees, per diem staff, contractors with a regular presence in the

facility, private duty patient or resident contracted individuals, dietary, laundry and housekeeping personnel, and volunteers.

- e. **Orders for Testing.** The medical order for any such testing shall be obtained for all staff by such private or municipal nursing home facility, managed residential community or assisted living services agency from an appropriately licensed practitioner capable of issuing such orders within his or her scope of practice or permitted to do so by law, including any executive order.

- ☐ **7UU-2 - Determination of Suitable Work.** For any claim submitted covering May 17 through July 25, Section 31-236-5 of the Regulations of Connecticut State Agencies is modified to read, "In determining whether or not work offered is suitable for an individual, the Administrator shall consider the degree of risk to the individual's health or, due to the COVID-19 public health emergency, the health of a member of that individual's household. In determining the degree of risk, the Administrator may consider the individual's or household member's health, his or her physical capabilities, the physical and mental requirements of the job, working conditions and the existence of any medical documentation concerning the individual's limitations. Where an unreasonable risk to the individual's health or, due to COVID 19, the health of a member of that individual's household is established, the Administrator shall find the work to be unsuitable for the individual."

Executive Order 7UU Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7UU.pdf>

- ☐ **7VV-1 - Amended Limitation on Program Sizes in Child Care.** Executive Order No. 7Q, Section 1, dated March 30, 2020, is amended to provide that child care facilities may provide care for up to fifty (50) children without obtaining approval from the Commissioner of Early Childhood. Any facility caring for more than fifty (50) children in one facility must obtain approval from the Commissioner of Early Childhood and demonstrate sufficient separation of groups of children within the facility.

Executive Order 7UU Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7VV.pdf>

- ☐ **7JJJ-1 - Rebuttable Presumption of Eligibility for Workers Compensation.**

- (a) Notwithstanding Section 31-275(15) of the Connecticut General Statutes, there shall be a rebuttable presumption that an employee who initiates a claim for payment of benefits under the provisions of Chapter 568 of the Connecticut General Statutes, and who missed a day or more of work between March 10, 2020 and May 20, 2020, inclusive, due to a diagnosis of COVID-19, or due to symptoms that were diagnosed as COVID-19, contracted COVID-19 as an occupational disease arising out of and in the course of employment, provided:
 - ii. such employee worked, at the direction of the employer, outside the home during at least one of the fourteen days immediately preceding the date of injury, and had not received an offer or directive from said employer to work from home instead of from his or her place of employment;
 - iii. if the date of injury was more than fourteen days after March 23, 2020, such employee was employed by an employer deemed essential by the Department of Economic and Community Development pursuant to Executive Order 7H;
 - iv. the contraction of COVID-19 by such employee was confirmed by a positive laboratory diagnostic test within three weeks of the date of injury or diagnosed and documented within three weeks of the date of injury by a licensed physician, licensed physician's assistant, or licensed advanced practice registered nurse, based on the employee's symptoms; and
 - v. a copy of the positive laboratory diagnostic test results or the written diagnosis required by subdivision (iii) of this subsection shall be provided to the employer or insurer.
- (b) Any wage replacement benefits paid under Section 31-307 or 31-308(a) of the Connecticut General Statutes shall be reduced by the amount of any paid sick leave available to an employee through the Emergency Paid Sick Leave Act set forth in sections 5101 et seq. of the Families First Coronavirus Response Act, as amended from time to time, or through another paid sick leave program specifically available in response to COVID-19 and separate from any accrued paid time off regularly available to the employee.
- (c) The presumption in subsection (a) of this section may be rebutted only if the employer or insurer demonstrates to a workers' compensation commissioner by a preponderance of the evidence, that the employment of the individual was not the cause of his or her contracting COVID-19.

- (d) For purposes of this section, the date of injury for an employee who has contracted COVID-19 shall be the date between March 10, 2020 and May 20, 2020 that the employee was first unable to work or died due to a diagnosis of COVID-19 or to symptoms that were diagnosed as COVID-19, whichever occurred first.
- (e) Beginning on August 1, 2020, the Workers' Compensation Commission shall produce a report each month on COVID-19 workers' compensation claims and shall provide such reports to the Office of the Governor and the joint standing committees of the General Assembly having cognizance of matters relating to labor, insurance, and commerce. Such monthly reports shall contain, but need not be limited to:
 - i. The number of COVID-19 and non-COVID-19 claims filed;
 - ii. the percent of such claims litigated;
 - iii. the average time from the date a hearing is requested to a hearing, and to a ruling, regarding a litigated COVID-19 claim;
 - iv. the number of rulings issued by the Workers' Compensation Commission regarding COVID-19 claims, and the number that have been appealed to the Compensation Review Board; and
 - v. to the extent reasonably practicable, information about the percent of non-litigated COVID-19 workers' compensation claims filed by hospital, municipal, and other employees that are record-only claims, have been granted or denied by the employer or insurer, and are being paid, including paid without prejudice, by the employer or insurer.

Employers and insurers shall comply with any requests from the Workers Compensation Commission for information pertinent to said reports

- (f) An employee who has contracted COVID-19 but who is not entitled to the presumption under subsection (a) of this section shall not be precluded from making a claim as provided in Chapter 568 of the Connecticut General Statutes.

☐ **7JJJ-2 - Discharge, discrimination, discipline, and deliberate misinformation or dissuasion prohibited. Section 31-290a of the Connecticut General Statutes is modified to read as follows:**

- (a) No employer who is subject to the provisions of this chapter shall (1) discharge or cause to be discharged, or in any manner discipline or discriminate against any employee because the employee has filed a claim for workers' compensation benefits or otherwise exercised the rights afforded to him pursuant to the provisions of this chapter, or (2) deliberately misinform or otherwise deliberately dissuade an employee from filing a claim for workers' compensation benefits.
- (b) Any employee who is so discharged, disciplined or discriminated against or has been deliberately misinformed or dissuaded from filing a claim for workers' compensation benefits may either: (1) Bring a civil action in the superior court for the judicial district where the employer has its principal office for the reinstatement of his previous job, payment of back wages and reestablishment of employee benefits to which he would have otherwise been entitled if he had not been discriminated against or discharged and any other damages caused by such discrimination or discharge. The court may also award punitive damages. Any employee who prevails in such a civil action shall be awarded reasonable attorney's fees and costs to be taxed by the court; or (2) file a complaint with the chairman of the Workers' Compensation Commission alleging violation of the provisions of subsection (a) of this section. Upon receipt of any such complaint, the chairman shall select a commissioner to hear the complaint, provided any commissioner who has previously rendered any decision concerning the claim shall be excluded. The hearing shall be held in the workers' compensation district where the employer has its principal office. After the hearing, the commissioner shall send each party a written copy of his decision. The commissioner may award the employee the reinstatement of his previous job, payment of back wages and reestablishment of employee benefits to which he otherwise would have been eligible if he had not been discriminated against or discharged. Any employee who prevails in such a complaint shall be awarded reasonable attorney's fees. Any party aggrieved by the decision of the commissioner may appeal the decision to the Appellate Court.

Executive Order Link 7JJJ - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJJ.pdf>

- ☐ **7NNN - 1 - Executive Order No. 7BB, Section 2, issued on April 17, 2020, is repealed.** Effective immediately, any person in a public place in Connecticut, whether indoors or outdoors, who does not maintain a safe social distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face-covering. In

addition, individuals shall use a mask or cloth face covering when using the services of any taxi, car, livery, ride-sharing or similar service, or any means of mass public transit, or while within any semi-enclosed transit stop or waiting area.

- a. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, a child in a child care setting, or anyone under the age of 2 years. Any person who declines to wear a mask or face covering because of a medical condition shall be exempt from this order and any requirement to wear masks in Sector Rules or other rules issued by the Commissioner of the Department of Economic and Community Development (DECD), but only if such person provides written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. Such documentation need not name or describe the condition that qualifies the person for the exemption
- b. The Commissioner of DECD shall issue updated versions of Sector Rules, Safe Workplace Rules for Essential Employers, or other rules issued pursuant to previous executive orders, which updated versions shall set forth updated requirements for face coverings within those settings, and which, when complied with, shall constitute compliance with this order.
- c. This order shall supersede and preempt any current or future municipal order whenever such order conflicts with this order.

Executive Order Link 7NNN- <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf>

- ☐ **9B.2 - Authorization for the Issuance of Fines.** Section 51-164n(b) of the Connecticut General Statutes is amended to authorize the Commissioner of Public Health, local health directors, district health directors, and their designees; municipal chief executive officers and their designees; and state and municipal police officers, peace officers as defined in Section 53a-3(9) of the Connecticut General Statutes, special police forces described in Section 10a-156b of the Connecticut General Statutes, and public safety departments of institutions of higher education to issue fines for the violations listed below. All fines collected pursuant to this order shall be distributed to the General Fund. In any case in which a person is charged with a violation pursuant to this order, the procedures set forth in Section 51-164n through 51-164r of the Connecticut General Statutes shall apply. Nothing in this Section shall be construed to limit, alter, modify or suspend any penalties or remedies that otherwise apply to violation of orders issued pursuant to civil preparedness and public health emergencies or that are otherwise available through existing executive orders. For purposes of this section, “business entity” means a public or private corporation, a limited liability company, an unincorporated association, a partnership of any kind, or a sole proprietor.
- a. Any person who, while in any public place or in any location where and for whom wearing a mask or face covering is required by Executive Order No. 7NNN or any DECD Sector Rules, or other lawful authority, as each is amended from time to time, other than a person who qualifies for the medical exemption set forth in Executive Order No. 7NNN or who while outdoors maintains a distance of approximately six feet from every other person, who fails to wear a mask or cloth-face covering shall be guilty of a violation and fined one hundred dollars. A business entity, rather than the employee, is liable for a fine of the same amount for any employee’s failure to wear a required mask or cloth-face covering while at work.
 - b. Any person or business entity who organizes, hosts, or sponsors a gathering that violates the gathering size restrictions set forth in the DECD Rules for Gatherings and Venues and Sector Rules for Outdoor Events issued pursuant to Section 2 of Executive Order No. 7ZZ and Section 2 of Executive Order No. 7NNN, as amended from time to time, shall be guilty of a violation and fined five-hundred dollars.
 - c. Any person who attends a gathering that violates the gathering size restrictions set forth in the DECD Rules for Gatherings and Venues and Sector Rules for Outdoor Events issued pursuant to Section 2 of Executive Order No. 7ZZ and Section 2 of Executive Order No. 7NNN, as amended from time to time, shall be guilty of a violation and fined two-hundred and fifty dollars.

Executive Order Link 9B - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-9B.pdf>

Executive Order Clarifications

From the Connecticut Council of Small Towns (COST) September 14, 2020 guidance to members:

In response to questions regarding the holding of municipal board, commission and other meetings, the Governor's Deputy Legal Counsel provided the following summary of the Executive Orders currently in effect related to local government meetings:

- "Except for approving FY 20-21 municipal budgets, **no EO mandates that towns eliminate the town meeting or in-person referendum**. We have said on multiple municipal calls with elected leaders that this is optional, not mandatory (for example authorizing bonding or certain other expenditures that normally require a town meeting).
- **Certain EOs give towns (see EO 7I, 7S, EO 7H) the OPTION of having the elected boards make the decision INSTEAD of the normally required town meeting or referendum**, if they make and document certain specific findings related to the nature of the emergency that requires a decision NOW rather than waiting until the emergency is over. **Those EOs as of now are in effect until Nov. 9** (and it is possible they will be extended).
- EO 7B also sets up an **OPTION to conduct all kinds of agency, board, or commission meetings without in-person attendance. But it does not MANDATE remote meetings** – it says if you use the option to exclude in-person attendance, you must provide remote access. That said, chairs of boards should not force members to attend in person if members don't feel safe, when there are remote options available. And it is true that towns should consider whether they should provide a remote option even for in-person meetings if they have a subset of residents who don't feel safe attending in person – but **we have not mandated that all meetings be virtual**.
- We have also **not said that a town can't create a hybrid of in-person and remote attendance. No EO is EXPLICIT that it is allowed, but no EO forbids it**. Some towns have asked us to make that explicit, we are still waiting for some input from CCM and COST. The remote option may not be available for everyone, but it may reduce in-person attendance to a level that significantly reduces the risks for those who attend in person."
- The Governor's Office further clarified that the **restrictions on the number of attendees at an event do NOT apply to municipal and other government meetings** - "although, as a matter of public safety, we have recommended that they try to do things remotely when possible and that they try to set up alternatives that allow public access without in-person attendance. There will be times where the decision is too important, the logistics are too difficult, or the technology is not available that a town needs to conduct a meeting with in-person attendance. In that case, their Unified Command should get the right people together to develop a plan that reduces risk and increases access as much as possible."
- **Capacity limits should act as useful guides** to municipal and other governmental leaders to determine whether a planned meeting will present risks that require their Unified Command to come up with safer alternatives that limit in-person interaction of large numbers. If you know a meeting will exceed the gathering numbers for social and recreational gatherings, that is your red flag to see what else you can do, whether it can be postponed, whether it can be done remotely, or whether protective measures have to be ramped up significantly in order to reduce the risk to levels that allow you to proceed."

Agency Guidance

- ☐ **Department of Economic and Community Development - Recovery and Re-Opening Center** - <https://business.ct.gov/recovery>

Continuity Issues

- ☐ **Planning**
 - Does the municipality have a **comprehensive plan** for re-opening and possibly closing if necessary?
- ☐ **Safety**
 - Workers

- Persons visiting town facilities (public, contractors, vendors, and other business partners)
- Defining protocols
- Physical Plan adjustments
- Adequate provision of PPE

☐ **Provision of Services**

- Statutory duties and obligations
- Does pre-COVID-19 service delivery approaches work?

☐ **Defining the “New Normal” for operations**

- Remote work
- Leave and absence protocol
- Testing and Contact tracing
- Return to work protocols
- Training
- Childcare
- Mental Health

Suggested Best Practices

☐ **General**

- In making plans and decisions - **Remember - the pandemic is NOT over** - there is no indication if we are at the beginning, middle or end.
- Re-Opening a town hall and other municipal facilities to employees and the public **is not and should not simply a matter of opening the door** and its business as it was prior to the COVID-19 pandemic.
- The **pandemic is NOT a natural disaster** where there is a beginning and end - resulting in life returning to essentially normal. The way municipalities function in terms of service delivery, IT, budgeting finance, meetings, etc are and will be different until perhaps there is a vaccine. Towns must consider re-inventing themselves to providing government functions/services.
- While not every function of municipal government is “essential” - **municipal government is an essential function**. Municipal operations should remain active, with critical services continuing to be provided to taxpayers

☐ **Re-Opening Plan**

Municipalities, **before re-opening** should form a **Re-Opening Committee** made up of Department Directors, Local Health Department and Bargaining Unit Members, Outside vendors (if used in operations) to develop a comprehensive Re-Opening Plan (Suggest each town adhere to CDC guidance - **COVID-19 Employer Information for Office Buildings** (<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>)). Such a plan, at a minimum should:

1. Identify where and how workers might be exposed to COVID-19 at work.
 - ✓ Conduct worksite assessments to identify COVID-19 prevention strategies. (CDC)
 - ✓ Classify worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, and establish protocols and PPE to protect workers. (OSHA)
2. Develop hazard controls using the hierarchy of controls to reduce transmission among workers. Include a combination of controls noted below.
 - ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at any town facility.
 - ✓ If a worker tests positive for COVID-19, the Town must immediately notify their local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
 - ✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- ✓ Make special accommodations for personnel who are members of a vulnerable population.
- 3. Change the way people work
 - ✓ Continue to encourage telework, whenever possible and feasible with business operations. If such a system worked during the height of the pandemic - why change?
 - ✓ If possible, return to work in phases.
 - ✓ Close common areas where personnel are likely to congregate and interact, or enforce strict social distancing protocols.
 - ✓ Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel.
- 4. Educate employees and supervisors about steps they can take to protect themselves at work.
 - ✓ Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the employer's COVID-19 policies.
 - ✓ Place information posters, including ones in alternative languages in accordance with the town's LEP Plan, that encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices at the entrance to the workplace and in other workplace areas where they are likely to be seen.
 - ✓ Provide training on proper hand washing practices and other routine infection control precautions, such as avoiding touching the face and avoiding touching surfaces often touched by passengers or fellow employees. Including key times to clean hands include:
 - ▶ Before, during, and after preparing food.
 - ▶ Before eating food.
 - ▶ After using the toilet.
 - ▶ After blowing your nose, coughing, or sneezing.
 - ▶ Before and after work shifts.
 - ▶ Before and after work breaks.
 - ▶ After touching frequently touched surfaces,.
 - ▶ After putting on, touching, or removing cloth face coverings.
 - ✓ For employees who commute to work using public transportation or ride sharing, consider offering the following support:
 - ▶ If feasible, offer employees incentives to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
 - ▶ Ask employees to follow the CDC guidance on how to protect yourself when using transportation.
 - ▶ Allow employees to shift their hours so they can commute during less busy times.
 - ▶ Ask employees to wash their hands as soon as possible after their trip.
- 5. Conduct a **full Analysis of Service Delivery Analysis** Before Returning to Pre-pandemic Delivery Systems
 - ✓ Using the Re-Opening Committee consisting of Department Heads, Bargaining Unit Representatives, Business and the Public to review each COVID-19 related adjustment made by the municipality as it relates to the delivery of services. Specifically:
 - ▶ Impact on the quality of services - improved, diminished or unchanged
 - ▶ Cost Impacts - more, less or unchanged
 - ▶ Virtual Meetings vs Conventional Meetings - gain in public access?
 - ▶ Unmet opportunities? What else could/should have been done?
 - ✓ Municipalities, through their regional COGs, should seek to have a regional discussion of what other member towns did to adjust to COVID-19 in terms of what worked and did not work
 - ✓ Regional COGs should serve as a clearinghouse for innovative approaches to service delivery - especially in terms of shared and regional approaches.
 - ▶ Where appropriate, COGs should seek RPIP funds to further pilot innovative approaches to service delivery

□ **CDC Interim Guidance For Employers With Workers At High Risk** (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/PhP/Cdc-Activities-Initiatives-For-Covid-19-Response.Pdf#Page=57>)

As workplaces consider a gradual scale up of activities towards pre-COVID-19 operating practices, it is particularly important to keep in mind that **some workers are at higher risk for severe illness from COVID-19**. These workers include individuals over age 65 and those with underlying medical conditions. Such underlying conditions include, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis. Workers at higher risk for severe illness should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce workers' risk of exposure to COVID-19, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations. First and foremost, this means following CDC and the Occupational Safety and Health Administration (OSHA) guidance for reducing workplace exposure for all employees. All decisions about following these recommendations should be made in collaboration with local health officials and other state and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. In addition, the guidance offered below applies to workplaces generally; specific industries may require more stringent safety precautions. Finally, there may be essential workplaces in which the recommended mitigation strategies are not feasible. CDC is releasing this interim guidance, laid out in a series of three steps, to inform a gradual scale up of operations. The scope and nature of community mitigation suggested decreases from Step 1 to Step 3. Some amount of community mitigation is necessary across all steps until a vaccine or therapeutic drug becomes widely available. Scaling Up Operations:

In all Steps:

- ▶ Establish and maintain communication with local and state authorities to determine current mitigation levels in your community
 - ▶ Protect employees at higher risk for severe illness by supporting and encouraging options to telework
 - ▶ Consider offering workers at higher risk duties that minimize their contact with customers and other employees (eg , restocking shelves rather than working as a cashier), if agreed to by the worker
 - ▶ Encourage any other entities sharing the same work space also follow this guidance
 - ▶ Provide employees from higher transmission areas (earlier Step areas) telework and other options as feasible to eliminate travel to workplaces in lower transmission (later Step) areas and vice versa
- ✓ Step 1: Scale up only if business can ensure strict social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; workers at higher risk for severe illness are recommended to shelter in place
 - ✓ Step 2: Scale up only if business can ensure moderate social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers; workers at higher risk for severe illness are recommended to shelter in place
 - ✓ Step 3: Scale up only if business can ensure limited social distancing, proper cleaning and disinfecting requirements, and protection of their workers and customers

□ **Guidance on Mask Management** (World Health Organization - Advice on the use of masks in the context of COVID-19: Interim Guidance)

For any type of mask, appropriate use and disposal are essential to ensure that they are as effective as possible and to avoid any increase in transmission. WHO offers the following guidance on the correct use of masks, derived from best practices in health care settings:

- ▶ perform hand hygiene before putting on the mask;
- ▶ place the mask carefully, ensuring it covers the mouth and nose, adjust to the nose bridge, and tie it securely to minimize any gaps between the face and the mask;
- ▶ avoid touching the mask while wearing it;
- ▶ remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- ▶ after removal or whenever a used mask is inadvertently touched, clean hands with an alcohol-based hand rub, or soap and water if hands are visibly dirty;
- ▶ replace masks as soon as they become damp with a new clean, dry mask;
- ▶ do not re-use single-use masks;
- ▶ discard single-use masks after each use and dispose of them immediately upon removal.

- ☐ Read, Adhere and Check for Updates from the **Department of Economic and Community Development Sector Re-Opening Guidance** - https://business.ct.gov/-/media/DECD/Covid_Business_Recovery/general-reopen-051920.pdf
- ☐ From the Harvard Business Review, **5 Tips for Safely Re-Opening Your Office** - <https://hbr.org/2020/05/5-tips-for-safely-reopening-your-office>
 1. **“Require please and thank you.** The only way to create and sustain change is to have 200% accountability: Employees must understand that they are not simply responsible to follow safe practices themselves (the first 100%), they are also responsible to ensure everyone around them does as well (the second 100%). Instruct employees that when anyone sees anyone violate safe practices, they are to remind them of proper protocol with a polite, “Please.” For example, “Please wear a mask when you’re in the office.”...Leaders must be instructed that when they’re reminded of a safety guideline, there is only one permissible response: an immediate “Thank you” followed by compliance. Period.”
 2. Hold a Covid boot camp when you return to the office. The idea of a “boot camp” is to break down old patterns and introduce new ones. The easiest time to reset norms is when no one knows what is normal.
 3. Practice with fire drills. Hold daily fire drills in the first week, where you ask people to stop what they are doing and practice the new behaviors. In the weeks following, twice a week is sufficient. Effective fire drills also require leadership. Leaders must walk all employees through the motions of each new safety behavior, including saying please and thank you. Fire drills require much less time, but are critical to sustaining change because they remind employees of how important the behaviors are.
 4. Perform daily rounds. As the saying goes, “you don’t get what you expect, you get what you inspect.” Just like in a hospital, leaders must use a checklist to do “rounding” and measure compliance results. They can walk the work area and observe the degree to which proper behavior is being practiced. They should score it every day for the first 30 days and do their observations at unpredictable times of day. After that, rounding can happen every other day.
 5. Keep score publicly. Leaders should then post the rounding scores publicly, every day. Above the score they can place a large circle with colors denoting the organization’s level of compliance: Green = 95%+. Yellow = 80-90%. Red = <80%. They must commit to post the results no matter what they are and make sure they are visible to clients and customers. Embarrassment is a powerful motivator for improvement and the more public the embarrassment, the greater the motivation.

These practices may feel awkward for many employees and leaders, especially those who haven’t been part of concerted workplace safety efforts before. But these are unusual times and if we want to keep everyone safe and healthy, people have to do things outside of their comfort zones.

If leaders take these practices seriously, they will be able to inculcate new norms much more quickly. Doing so is not only important for employee safety but for the health of your business. Adherence to these critical behaviors will make it possible for business to reopen — and to stay open.

- ☐ **Maintain Healthy Environment (CDC)**
 - ✓ Intensify cleaning and disinfection of frequently touched surfaces
 - ✓ Ensure ventilation systems operate properly and increase circulation of outdoor air
 - ✓ Ensure all water systems are safe to use
 - ✓ Modify layouts to promote social distance of at least 6 feet between people – especially for person who do not live together
 - ✓ Install physical barriers and guides to support social distancing if appropriate
 - ✓ Close communal spaces, or stagger use and clean and disinfect between use
 - ✓ Limit sharing of objects, or clean and disinfect between use
- ☐ **Maintain Healthy Operations (CDC)**
 - ✓ Protect people at higher risk for severe illness from COVID-19
 - ✓ To cope with stress, encourage people to take breaks from the news, take care of their bodies, take time to unwind and connect with others, particularly when they have concerns
 - ✓ Maintain awareness of local or state regulations
 - ✓ Stagger or rotate scheduling
 - ✓ Create static groups or “cohorts” of individuals and avoid mixing between groups
 - ✓ Pursue virtual events. Maintain social distancing at any in-person events, and limit group size as much as possible

- ✓ Limit non-essential visitors, volunteers, and activities involving external groups or organizations, especially with those who are not from the local area
- ✓ Encourage telework and virtual meetings if possible
- ✓ Consider options for non-essential travel in accordance with state and local regulations
- ✓ Designate a COVID-19 point of contact
- ✓ Implement flexible and non-punitive leave policies
- ✓ Monitor absenteeism and create a back-up staffing plan
- ✓ Train staff on all safety protocols
- ✓ Consider conducting daily health checks such as temperature screening or symptom checking
- ✓ Encourage those who share the facilities to also adhere to mitigation strategies
- ✓ Put in place communication systems for:
- ✓ Individuals to self-report COVID-19 symptoms, a positive test for COVID-19, or exposure to someone with COVID-19
- ✓ Notifying local health authorities of COVID-19 cases
- ✓ Notifying individuals (employees, customers, students, etc.) of any COVID-19 exposures while maintaining confidentiality in accordance with privacy laws
- ✓ Notifying individuals (e.g, employees, customers, students) of any facility closures

☐ **Other Safety Measures:**

- ✓ Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimizing staff or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
- ✓ Tightly enclosed spaces or small rooms should be occupied by only one individual at a time, unless all occupants are wearing cloth face coverings, masks or respirators. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- ✓ Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE), such as gloves, goggles, face shields and face masks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance.
- ✓ Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared
- ✓ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed

☐ **Facilities**

• **CDC Recomendes:**

- ✓ Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC systems) that have been shut down or on setback, review new construction start-up guidance provided in ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems
- ✓ Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk for current or subsequent occupants, including children (e.g., allowing outdoor environmental contaminants including carbon monoxide, molds, or pollens into the building).
- ✓ Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as mold growth, external icon, rodents or pests, or issues with stagnant water systems, and take appropriate remedial actions.

- **Engineering controls: Ventilation in the building:**
 - ✓ Increase the percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
 - ✓ Increase total airflow supply to occupied spaces, if possible.
 - ✓ Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.
 - ✓ Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.
- **Engineering Controls: Improve central air filtration:**
 - ✓ Increase air filtration to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
 - ✓ Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.
 - ✓ Consider running the building ventilation system even during unoccupied times to maximize dilution ventilation.
 - ✓ Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in areas served by “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
 - ✓ Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
 - ✓ Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
 - ✓ Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate the virus.
- **Engineering controls: Isolate workers from the hazard (CDC)**
 - ✓ Modify or adjust seats, furniture, and workstations to maintain social distancing of 6 feet between employees.
 - ✓ Install transparent shields or other physical barriers where possible to separate employees and visitors where social distancing is not an option.
 - ✓ Arrange reception or other communal seating area chairs by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing, or removing chairs to maintain social distancing.
 - ✓ Use methods to physically separate employees in all areas of the facilities including work areas and other areas such as meeting rooms, break rooms, parking lots, entrance and exit areas, and locker rooms.
 - ✓ Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
 - ✓ Replace high-touch communal items, such as coffee pots, water coolers, and bulk snacks, with alternatives such as pre-packaged, single-serving items.

- ☐ CDC has free, simple **posters** available to download and print, some of which are translated into different languages. - <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

Resources

- ☐ **Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission** - <https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html>
- ☐ **Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems** - https://www.ashrae.org/File%20Library/Technical%20Resources/Bookstore/previews_2016639_pre.pdf
- ☐ **Guidance on Preparing Workplaces for COVID-19** - <https://www.osha.gov/Publications/OSHA3990.pdf>

- ❑ **COVID-19 Employer Information for Office Buildings** - <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>
- ❑ **5 Tips for Safely Reopening Your Office** - <https://hbr.org/2020/05/5-tips-for-safely-reopening-your-office>
- ❑ **COVID-19 Management Metrics for Cities** - <https://coronavirus.jhu.edu/from-our-experts/management-metrics-for-cities-in-the-covid-19-crisis>
- ❑ **Planning for the Safe Reopening of Public Buildings** - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2020/Planning-for-the-Safe-Reopening-of-Public-Building.aspx>
- ❑ **Toolkit for reopening the office and getting back to work** - <https://www.backtoworktoolkit.com>
- ❑ **REOPENING THE WORKPLACE** - <http://mrsc.org/getmedia/21973ce9-8a0e-404c-80c7-dd31c03c64df/m58reopenwork.aspx>
- ❑ **Kittitas County Safety Plan Worksheet Template** - <https://www.co.kittitas.wa.us/response/202003-covid19/business-safety.aspx>
- ❑ **Resuming Business Toolkit** - <https://www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html>
- ❑ **Guidance on Returning to Work** - <https://www.osha.gov/Publications/OSHA4045.pdf>
- ❑ **Reopening safely: Sample practices from essential businesses** - <https://www.mckinsey.com/business-functions/risk/our-insights/reopening-safely-sample-practices-from-essential-businesses#>
- ❑ **Reopening the Office? Here's How to Stymie Transmission of Covid-19.** - <https://hbr.org/2020/07/reopening-the-office-heres-how-to-stymie-transmission-of-covid-19>
- ❑ **Recovery Readiness: A How-To Guide For Reopening Your Workplace** - <https://www.cushmanwakefield.com/en/insights/covid-19/recovery-readiness-a-how-to-guide-for-reopening-your-workplace>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk.pdf>

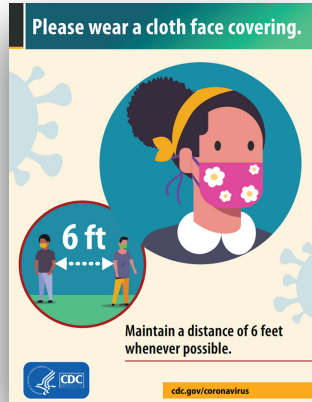
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk-spanish.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster-sp.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster-ZHCN-Chinese.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance-sp.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering_SP.pdf

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

The Advisory Commission on Intergovernmental Relations (ACIR) is a 24-member agency of the State of Connecticut created in 1985 to study system issues between the state and local governments and to recommend solutions as appropriate. The membership is designed to represent the state legislative and executive branches, municipalities and other local interests, and the general public.

The role of ACIR, as contained in Section 2-79a of the Connecticut General Statutes, is to: (1) serve as a forum for consultation between state and local officials; (2) conduct research on intergovernmental issues; (3) encourage and coordinate studies of intergovernmental issues by universities and others; and (4) initiate policy development and make recommendations to all levels of government.

For Further Information, Please Contact:

Bruce Wittchen: phone (860) 418-6323 e-mail bruce.wittchen@ct.gov